

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON**
FORT SAM HOUSTON, TEXAS 78234-5014



BULLETIN

THIS PUBLICATION IS VALID FOR 90 DAYS
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



BULLETIN 22

6 Jun 02

Section I. OFFICIAL

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

CASUALTY NOTIFICATION:

1 Jun 02–30 Jun 02 USAG

SPECIAL INSTRUCTIONS: Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER: The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

4. AUTOMATED OUT-PROCESSING SYSTEM: The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: All commanders and supervisors are required by DOD 5500.7-R (the Joint Ethics Regulation) to review the job duties of

ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE

each newly assigned employee (military or civilian) and report the name of Confidential Financial Disclosure Report, to the AMEDDC&S & FSH Ethics Counselor. The employee is required to file an OGE Form 450 no later than 30 days of assuming his or her new position. Forms are sent to the Office of Staff Judge Advocate, ATTN: MCCS-BJA-AL, 1306 Stanley Road, Stop 19. Note that an employee

AMEDDC&S & FSH BULLETIN 22, Fort Sam Houston, 6 Jun 02

may not be a new employee, but may be assigned a new duty which now requires the filing of an OGE Form 450. The OGE Form 450 may be obtained from the Intranet at <http://www.cs.amedd.army.mil/sja/Ethics.asp> or from the AMEDD Electronic Forms Support System (AEFSS). The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-/1-2373/0485)

6. PRE-TRANSITION BRIEFING: In accordance with AR 635-10, Processing Personnel for Separation, soldiers are required to attend an Expiration Term of Service (ETS) Briefing. The schedule for 2002 is as follows:

13 Jun, 11 Jul, 08 Aug, 12 Sep, 10 Oct, 07 Nov, and 05 Dec.

Representatives from Veterans Administration, Education Center, Post Finance, Transition Point, Reserves, etc. will discuss VA Benefits, GI Bill, Veterans Educational Assistance Program (VEAP), unemployment insurance, job hunting, resumes, college and vocational technical admissions, military experience converted to college or vocational technical credits, and other related matters. The POC for this information is Mr. Morris, 1-2964/0205. (MCCS-BHR-H/1-2964/0205)

7. PRE-RETIREMENT ORIENTATION: In accordance with AR 600-8-7, Retirement Services Program, soldiers are required to attend a Pre-Retirement Orientation no later than six months prior to retirement. Please call 1-0835/0936 for reservations. The schedule for 2002 is as follows:

20 Jun, 18 Jul, 15 Aug, 19 Sep, 17 Oct, 14 Nov, and 13 Dec.

Representative from Veterans Administration, Tricare, Post Finance, Legal Assistance, ACAP, Texas Veterans Commission, Troops to Teachers, and Transition Services will discuss VA Benefits, GI Bill, Unemployment Insurance, Military Medical, Texas Benefits, Survivor Benefit Plan, and other related matters. Spouses of retiring personnel are also encouraged to attend. The POC for this information is Mr. Dixon or Ms. Brown 1-2467/0835. (MCCS-BHR-H/1-2467/0835)

8. CAREER STATUS BONUS: In accordance with Career Status Bonus (CSB) Implementing Guidance, Subtitle D of Title VI FY 2000, military personnel with a DIEMS (Date Initially Entered Military Service) on or after August 1, 1986 are requested to attend a CSB Briefing. The briefing will be held at Transition Services, Bldg 2267. The POC for reservations and information is Mr. Dixon at 1-2247 or Mrs. White, 1-0936.

DATES FOR 2002: 11 Jun, 16 Jul, 13 Aug, and 17 Sep.

The POC for reservations and information is Mr. Dixon at 1-2247 or Mrs. White, 1-0936.

9. SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING: IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, Subversion and Espionage Directed Against the U.S. Army (SAEDA), all Department of the Army (DA) personnel, military and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The Army Medical Department Center and School Security Office will be offering this training on the following dates:

DATE	LOCATION	TIME
June 26, 2002	EVANS THEATER	1000-1100
*July 17, 2002	BLESSE AUDITORIUM	0900-1000
September 25, 2002	BLDG 1026	0800-0900

AMEDDC&S & FSH BULLETIN 22, Fort Sam Houston, 6 Jun 02

*October 23, 2002

BLESSE AUDITORIUM

0900-1000

* NEW DATES ADDED.

(Duration of training-approximately 1 hour) The purpose of publishing the above schedule is to allow DA personnel time to arrange their work/personal schedules in order to attend the SAEDA briefings. For more information, the POC is Mr. Lewis, Security Office, 1-5022/1637. (MCCS-BHR-SS-/1-5022/1637)

10. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372: In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, entry into these facilities or use of the adjacent parking areas is prohibited. Questions concerning these facilities may be addressed to the USAG Business Development Office, 221-2761. (MCCS-BBD/12761)

11. LEVEL I ANTI-TERRORISM AWARENESS TRAINING SCHEDULE: Following are the scheduled dates for the OCONUS Level 1 Anti-terrorism Awareness Training for April-December 2002. Scheduled training dates are subject to change due to availability of instructor, or mission requirements. All training starts at 0800 and will conclude at approximately 1115. Training will be held in room 138 of building 4011.

Jul 11 (Thursday)
Aug 1 and 22 (Thursday)
Sep 12 (Thursday)
Oct 3 and 24 (Thursday)
Nov 14 (Thursday)
Dec 5 and 19 (Thursday)

The purpose of publishing the above schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the Anti-terrorism Awareness Training Sessions. This training is for travel outside the 50 United States, its territories, and possessions; and is valid for a period of one year. Subsequent travel within this year period requires the traveler to obtain area/country specific information within **two** months of travel. There are approximately 50 personnel assigned to Fort Sam Houston who have attended a Unit Advisors Course who may be certified as an Anti-terrorism Awareness Instructor. Each command/unit/activity that has a Level 11 trained instructor has the responsibility to brief their personnel. Each command should review DOD instruction 2000.16, and DOD Antiterrorism Standards, June 14, 2001, concerning their specific responsibilities and requirements. The POC is Mr. Krimbill, 1-1859 or Mr. Francis, 1-1906. (MCCS-BRL-CI/1-1859/1906)

NEW LOCATION AND HOURS FOR LEVEL 1 ANTI-TERRORISM AWARENESS TRAINING SCHEDULE: Scheduled training dates are subject to change due to the availability of instructor, or mission requirements. All training starts at designated times which is located next to the dates and will last approximately 2.5 hours. Training will be held in Blesse Auditorium of building 2841.

Jun 10 (Monday)	0900-1130
Jul 19 (Friday)	1300-1500
Aug 7 (Wednesday)	0900-1100
Sep 4 (Thursday)	0900-1100
Oct 9 (Wednesday)	0900-1100
Nov 6 (Wednesday)	0900-1100
Dec 9 (Monday)	0900-1100

AMEDDC&S & FSH BULLETIN 22, Fort Sam Houston, 6 Jun 02

The purpose of publishing the above schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the Anti-terrorism Awareness Training Sessions. This training is for travel outside the 50 United States, its territories, and possessions, and is valid for a period of one year. Subsequent travel within this year period requires the traveler to obtain area/country specific information within **two** months of travel. There are approximately 50 personnel assigned to Fort Sam Houston who have attended a Unit Advisors Course who may be certified as Anti-terrorism Awareness Instructor. Each command/unit/activity that has a Level 11 trained instructor has the responsibility to brief their personnel. Each command should review DOD instruction 2000.16, and DOD Antiterrorism Standards, June 14, 2001, concerning their specific responsibilities and requirements. The POC for this information is Mr. Lewis, 1-5022/1637. (MCCS-BHR-SS/1-5022/1637) .

12. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE: The Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road is available for walk-in consultations with an attorney at 0800, Monday, Thursday, and Friday on a first come basis. Only 10 walk-in consultations are available, and out of the ten, active duty personnel **in uniform** will have priority. Scheduled appointments are available one week in advance based on the availability of attorney's schedule. Notary service and power of attorney services are available from 0800-1600 Monday thru Friday, except during will signing (Tuesday afternoon from 1300-1600 and Wednesday Morning from 0900-1000). THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS. For further information, please call 221-2353/2282.

13. TSP OPEN SEASON 15 MAY-31 JULY 2002: Contribution percentages or dollar amount changes can be done via internet at www.abc.army.mil or via telephone toll free 1-877-276-9287. Allocations of your investment can be changed via computer at Thrift Savings Plans (TSP) www.tsp.gov. TSP is one of the best benefits we have as government employees with matching government contributions to Federal Employee Retirement System (FERS). Thrift Savings Plan is a vital part of your three part retirement program (Thrift Savings Plan, Social Security, and Pension). The Office of Personnel Management has advised employees under FERS who do not actively participate in Thrift Savings Plan contributions can expect a retirement annuity at or below POVERTY LEVEL. Congress is concerned that one-quarter of employees under FERS system are not contributing to the Thrift Savings Plan. The contribution limits will rise by another percentage point to 13% for FERS and 8 % for CSRS employees **in the new fiscal year 03, which will be in the next open season November 2002 until January 2003**. The POC for this information is Ms. Alviar at 5-0515.

Section II. UNOFFICIAL

14. MISSING ITEMS: The following items are from Defense Medical Training Institute (DMTRI):

<u>ITEM</u>	<u>QTY</u>	<u>SERIAL #</u>
Pager, Digital	1	210-715-6938
SW, Select Win 95 on CDROM	1	
SW, Publisher 97 ENG DK Kt	1	
SW, Office Pro/Bookshelf	1	
SW, Publisher 97 Full Disk	1	
SW, MS Win NT Server 4.0	1	

AMEDDC&S & FSH BULLETIN 22, Fort Sam Houston, 6 Jun 02

SW, NT/2000 MICSOFT EX	1	
SW, LAPLINK V6.0 3.5"	1	
FAX, MITA	1	416162
Camera, Sony	1	43414
Projector Kodak	1	A-391373
Projector Telex	1	A-750157
Radio Motorola	3	970B1209, 9750B1211, 9750B1212
Projector Toshiba	1	86692425
Printer HP C2637A	1	MY4C22MORY
Monitor CTX	1	K10-4336708
Monitor KDS	1	0982103718
Monitor Micron	2	FC7320063, FC8322588
Monitor Micron	1	CR20200983
Monitor Micron	1	FC7333608
TV Hitachi	1	V9B007293

<u>ITEM</u>	<u>QTY</u>	<u>SERIAL #</u>
Notebook Latitude	1	FG47J01
CPU XPICD	1	9YLZ6, 9YM01, BSZJN7315, 4HKT65250
CPU Dell OPTIPLX	1	4HKT65250
Iomega Zip Backup100	1	PRDH370G7H, RBFJ10A48Y
Microphone Wireless	1	0930967396
CPU M55HIPLUS-P	1	694191-0017
CPU Micron	1	101790-0025, 1019790-028

The POC for this notice is TSGT Crane, 1-9609. (1/3)

**FOR THE COMMANDER:
HQ AMEDDC&S & FSH**

AMEDDC&S & FSH BULLETIN 22, Fort Sam Houston, 6 Jun 02

OFFICIAL COPY
FT SAM HOUSTON, TX

OFFICIAL:
THOMAS E. BAILEY
LTC, FA
Adjutant General

DISTRIBUTION:
DB